How to...

Fill in a Near Miss Form
Step by step guide
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Section 1: Access to a Near Miss Reporting Form

The Form can be accessed in several ways:

Main Health and Safety web page
1- On this page you can use the 'Accident and Near Misses section' on the toolbar at the top of the page [https://warwick.ac.uk/services/healthsafetywellbeing/](https://warwick.ac.uk/services/healthsafetywellbeing/)

2- Another option on this page would be to use the quick links section where the Incident report form can be seen or alternatively click on the SHE Assure logo.
   You could also type via the search bar on the main University of Warwick page; type 'incident forms' and click search [https://warwick.ac.uk/services/healthsafetywellbeing/incidents](https://warwick.ac.uk/services/healthsafetywellbeing/incidents)

3- You can download the app from your app store: search for 'Assure Go' and once downloaded on your device enter the key 'JQHGXM' you will then be required to fill in all the required fields to complete the installation. Using the App, users can capture health and safety information in any location: if no Internet connection is available, information is stored locally on the device until it can be synced.

NOTE: You don’t have to be signed in to access the forms section

Once you have completed one of these options you will then gain access to the page shown above. You can then select the relevant form 'Incident form or Near Miss form' and complete with as much information as possible. Remember to inform your manager/supervisor of the incident.
Section 2: Filling in a ‘Near Miss Form’
This report can be completed either by the person who was affected, their immediate Line Manager / Supervisor or a Witness to the Near Miss.

1. Report a Near Miss Attachments
   Org Unit
   Department Where Incident Occurred *
   Click the icon to the right, followed by ‘select’.
   Find department by typing the name in the ‘search box’ or navigating the ‘org chart’.
   If you are unsure, please select ‘Unknown’

   CLICK onto the ‘icon’

2. Use the drop down button to choose ‘select’

   Type text in to the box and use the ‘search function’ to show the department where the Near Miss occurred. Following on from your text, you will see the ‘tree’ populate with various sections: please CLICK on the relevant area where the Near Miss occurred. Once completed CLICK 'select'.

   Alternatively double click on the instructions ‘Use the search function above or double click here for org chart’ this will then open the 1st layer of the ‘tree’. Double click the relevant department to open further layers and please CLICK on the relevant area where the Near Miss occurred. Once completed CLICK 'select'.

   Once completed click ‘select’
Once completed the text box will be populated with the option you selected.

It is important to choose the correct ‘Department where the incident occurred’ if this is selected incorrectly it will not only impact whom the incident is forwarded onto resulting in a delay at the investigation stage, but it will also corrupt departmental reporting figures.
If you are unsure please use the ‘unknown’ department option

**Upload Photo / Evidence field**

- Upload Photos by selecting continue at the bottom of the form once all required fields are filled in

There is an option to upload photos/ evidence once you have selected ‘continue’ at the bottom of the form
You can complete this once all relevant fields have been completed

Please see Page 11 for more information on this
**Reporter Details**

Type text into the boxes and provide **details of who reported the Near Miss**

- **Reported By - Full Name**
  - Type text into the box 'Reported by' please give the full name

- **Reporting Person's Department**
  - Type text into the 'Reporting Person's Department'

- **Contact Details of Person Reporting - Phone or Email**
  - Type text into the 'Contact Details of Reporting Person' give Phone number or email information

**Date of Near Miss** - Use the 'calendar symbol' to select the date the Near Miss was reported

- **Date Reported**
  - CLICK on the date you wish to select or alternatively use the 'Today' button if required
Near Miss details

CLICK onto the drop down arrow to select the options available: Select the relevant option for ‘University/Campus site’

CLICK onto the drop down arrow to select the options available: Select the relevant option for ‘Location Type’

Type text in to the ‘location Details’ box to show where the Near Miss occurred

Give details of the building, floor, room: or detailed area of the grounds
Date of Near Miss - Use the 'calendar symbol' to select the date the Near Miss occurred.
CLICK on the date you wish to select or alternatively use the ‘Today’ button if required.

Time of Near Miss - Use the 'clock symbol' to select the options to record the time the Near Miss occurred.

Option 1: Use the slider buttons to adjust the time for the Hours and Minutes.
Option 2: Click on the ‘Now’ button if the Near Miss happened at this time.
Option 3: Type text into the box on the main screen to record the time.

CLICK ‘Done’ once completed.

Once completed the text box will be populated with the time you have selected.
Details of Incident – Type text into the box and provide brief facts to give a summary of the Near Miss and how it occurred.

Remember DO NOT enter any names or personal details. Injured Party (IP) can be used instead.

Details of Immediate Actions taken – Type text into the box and provide details.

Remember if necessary if the Near Miss involves infrastructure and/or building defects report to the Estates help desk.

The link to the Helpdesk webpage is available here (This will open a new page).
Once the form has been completed

Please ensure all sections with an * (asterisk) are completed in order for the form to process onto the next screen

Once completed CLICK on ‘continue’

Once the ‘Continue’ button has been used the page will process onto the next ‘attachments’ page
Uploading Evidence

Photos and any other documents can be attached here

You can click on the ‘upload file’ button

You can click on the ‘upload file’ button or use the ‘Drag and drop option’.

Once completed select ‘Done’.

Once completed CLICK ‘submit’ and then ‘OK’ to submit the record.
Confirmation Page

Once this screen is displayed the Incident form has now been submitted successfully

Remember to inform your manager/supervisor of the incident

NOTE: If you don’t have any attachments to add, just then click on the ‘Submit’ button and then ‘OK’ to submit the record

Thank you for reporting an incident.

Remember to inform your manager/supervisor of the incident.

It is important that immediate actions are taken to make the situation safe. Please report all infrastructure and/or building defects to the Estates help desk for remedial action, using the link below.

http://helpdesk.estate.warwick.ac.uk

If you have any queries please contact the HealthSafetyHelpDesk@warwick.ac.uk or visit the Health and Safety webpages at https://warwick.ac.uk/services/healthsafetywellbeing.

Privacy Statement

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Health and Safety Privacy Statement

The University of Warwick will process personal data relating to accidents for the purpose(s) of investigation and onward reporting to statutory or insurance bodies where necessary.

The legal basis for processing this personal data is statutory obligation, namely under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Social Security Administration Act 1992.

Your personal data will not be shared or disclosed to any third parties external to the University of Warwick, except SHEAssure who will process your personal data for the purpose(s) of centrally recording details of the incident. This data may be required to be shared with those agencies with legal entitlement.

Your personal data will not be transferred outside of the EEA, will be kept securely by the University of Warwick and will be retained in accordance with the University Records Retention Schedule. The University of Warwick is the Data Controller of this information and is committed to protecting the rights of individuals in line with Data Protection Legislation. Please visit the University’s Data Protection webpages for further information in relation to your rights and how the University processes your personal data. The University’s Data Protection Officer can be contacted through DPO@warwick.ac.uk or infocompliance@warwick.ac.uk and any requests or complaints should be made in writing to the University’s Data Protection Officer.

If you have any queries please contact HealthSafetyHelpDesk@warwick.ac.uk or visit the Health and Safety webpages at https://warwick.ac.uk/services/healthsafetywellbeing.